



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS

Regular Meeting Minutes

Wednesday, February 2, 2005

4:00 P.M. Room 107

I. CALL TO ORDER & INTRODUCTION OF NEW COMMISSIONER

(Roger Brink)

Following introductions, the meeting was called to order by Commissioner Jenkins at 4:05 p.m.

Others present: Commissioner Roger Brink; Civil Service Personnel Director Karen Scholle, Community & Economic Development Director Cathy Brubaker-Clarke; Provisional Code Coordinator Mike Cameron.

II. MINUTES

As there were no changes to the draft of the minutes from the January 5, 2005, regular CSC meeting, the Commission took the following action.

Motion by Commissioner Brink, support by Commissioner Jenkins, to approve and adopt the minutes of the January 5, 2005, regular Civil Service Commission meeting as drafted.

**VOTE: Commissioner Brink, yes; Commissioner Jenkins, yes.
Motion passes.**

(Acting President Murdaugh arrived at 4:08 p.m., and Commissioner Jenkins relinquished the chair to Acting President Murdaugh.)

III. ACTION AGENDA

A. Election of Civil Service Commission Officers

Very brief discussion occurred about the election of officers.

Motion by Commissioner Jenkins, support by Commissioner Brink, that Acting President Murdaugh be elected as President of the Civil Service Commission.

**VOTE: Commissioner Brink, yes; Commissioner Jenkins, yes; Acting President Murdaugh, yes.
Motion passes.**

Motion by President Murdaugh, support by Commissioner Brink, to elect Commissioner Jenkins as Vice President of the Civil Service Commission.

**VOTE: Commissioner Brink, yes; Commissioner Jenkins, yes; President Murdaugh, yes.
Motion passes.**

B. Removal of Candidates from Police Officer Eligibility List

The Director reported that one Police Officer candidate, Brian Bye, requested that his name be removed from the 2004-05 Police Officer Eligibility List as he accepted employment as a Police Officer with another municipality. Public Safety Director Tony Kleibecker submitted a request for the removal of Police Officer Candidate

Daniel Hershberger's name from the hiring list for failure to show for his departmental interview as well as the removal of Matthew Lockhart's name for failure to pass the Police Department's pre-employment background investigation.

Motion by Vice President Jenkins, support by Commissioner Brink, to approve the removal of the named candidates as requested.

VOTE: Commissioner Brink, yes; Vice President Jenkins, yes; President Murdaugh, yes.

Motion passes.

C. Request for Two-Week Extension for Acting Administrative Supervisor

Due to the unavailability of key oral panelists, a two-week extension during which the recruitment can be completed was requested by the Director.

Motion by Commissioner Brink, support by Vice President Jenkins, to grant the two-week extension for the Acting DPW Administrative Supervisor.

VOTE: Commissioner Brink, yes; Vice President Jenkins, yes; President Murdaugh, yes.

Motion passes.

D. Request for Hearing/Mike Cameron

After considering the statements of the Community & Economic Development Director Cathy Brubaker-Clarke, Provisional Code Coordinator Mike Cameron, as well as the legal opinion provided by the City Attorney's office, the CSC took the following action.

Motion by Commissioner Brink, support by Vice President Jenkins, to follow the recommendations laid out in the legal opinion presented to the CSC that the Commission cannot alter the minimal education requirements as established for a position.

VOTE: Commissioner Brink, yes; Vice President Jenkins, yes; President Murdaugh, yes.

Motion passes.

IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT

A. Temporary Service Contract Re-bid

The process concluded as scheduled, with GoodTemps Temporary Staffing Services as the successful bidder.

B. Update on Request for Hearing/Heather Marciniak

Due to the open-competitive classification of the Police Officer recruitment, promotional points could not be granted to the one internal candidate.

C. Update on Rodney Shunta Request for FMLA Leave of Absence

If the need arises, Mr. Shunta will submit a new FMLA leave of absence request.

V. STATUS OF RECRUITMENTS

A. Administrative Secretary, Community & Economic Development: Police Department Administrative Secretary Diane Leafers transfers to this position effective February 27, 2005.

A. City Seasonals 2005: Twenty applications on file; planning for summer program hiring underway with Leisure Services.

C. Code Coordinator: Acting request on current agenda.

D. Customer Service Representative I: There are 191 applications on file.

E. Customer Service Representative II: There are 64 open competitive applications on file.

- F. **DPW Administrative Supervisor**: Recruitment complete; the successful promotional candidate will assume the position 3/7/05.
- G. **Firefighter 2004-05**: There are 308 applications on file.
- H. **Mechanic**: Application period expired 2/4/05; written test review underway.
- I. **Planner I**: Hope Griffith was the successful promotional candidate and began as Planner I on February 13, 2005.
- J. **Plumbing & Mechanical Inspector**: Eight applicants accepted for oral exam, for which plans are underway and will be held in March.
- L. **Police Officer 2004-05**: Fifty-six applications on file. Additionally, three Police Officer candidates are undergoing the pre-employment exam procedures with a tentative start date of March 7, 2005.

VI. APPOINTMENTS

A. New Appointments

Permanent

Seasonal/Part Time

B. Promotions:

Permanent Employees

Seasonal/Part Time

C. Transfers

Permanent Employees

Pat Bice, transferred to Secretary to City Manager from DPW Administrative Supervisor, 1/3/05.

Seasonal/Part Time

D. Reclassifications

Permanent Employees

Samantha Ferguson returned to part-time Customer Service Rep I from Acting Customer Service Rep II, 12/31/04.

Barbara Shullenberger returned to Administrative Secretary from Acting Secretary to City Manager, 1/3/05.

Seasonal Employees

D. Temporary Assignments

Permanent Employees

Seasonal/Part Time

F. Other

Dan Cannady bumped to DPW Highway Equipment Operator, 12/17/04.

VII. DISCIPLINARY ACTIONS

A. Warning Letters

Permanent Employees

Randy Wells, Leisure Services Maintenance Worker II, Group 1 offense, 1st violation, 1/19/05.

Seasonal/Part Time

B. Suspensions

Permanent Employees

Roger Grotefeld, Mechanic DPW, 46-day suspension, Group 3 offense, 1st violation, 1/1/05.

Clay Orrison, Police Officer, 1-day suspension, Group 1 offense, 2nd violation, 1/3/05.

Seasonal/Part Time

C. Terminations

Permanent Employees

Seasonal/Part Time

VIII. SEPARATIONS

A. Resignations

Permanent Employees

Richard Clark, Plumbing/Mechanical Inspector, 1/28/05.

Seasonal/Part Time

B. Job Terminations

Permanent Employees

Seasonal/Part Time

C. Other

Retirements

IX. OTHER PERSONNEL ACTIONS

A. Certificates of Training Excellence

State of Michigan, Fire Fighters Training Council- Incident Command System

Brian Davis, 12/6/2004.

B. Letters of Commendation

Lonna Anguilm, Planner III, received a letter of appreciation from McShane & Bowie PLC for her assistance in helping them apply for and obtain a Property Exemption Certificate, 1/14/05.

The following employees received a letter of appreciation from Director of Public Works Bob Kuhn for their diligence and extra effort put forth during the recent snow storm emergency:

Dave Harvey, Leisure Service Maintenance Worker III, 1/20/05.

Brett Kraley, Equipment Supervisor, 1/20/05.

John Schultz, Inventory Stock Clerk, 1/20/05.

Mark Stephan, Police Officer, received a letter of appreciation from Sherry Galion for his professionalism and courtesy while assisting her after her car broke down, 1/15/04.

C. Reassignment of Duties

X. OLD BUSINESS

- A. Request for Hearing/Tim Fields**
- B. Job/Compensation Classification Review Policy**
- C. Fire Fighter Job Description**

XI. OTHER BUSINESS

January 2005 expenditure for Kelly Temporary Services, Office Services only for one employee, \$571.00.

XII. ADJOURNMENT

With no other business to attend to, the meeting concluded.

Motion by Vice President Jenkins, support by Commissioner Brink, to adjourn the meeting at 4:47 p.m.

**VOTE: Commissioner Brink, yes; Vice President Jenkins, yes; President Murdaugh, yes.
Motion passes.**

Submitted by,

Karen A. Scholle
Civil Service Personnel Director

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.

(02 05 CSC Minutes)